**Meeting Minute**

Objective:

* To clarify all team members with their role and responsibility.
* To separate the work to all group members.

Note Taker: Lee You Chen

Approved by: Bok Chou Zheng

Date: 10/2/2021

Time: 6.00pm – 6.20pm

Called by: Bok Chou Zheng

Submitted by: Bok Chou Zheng

Attendees:

* Lee You Chen
* Ho Seow Woon
* Khiew Chia Chuan
* Bok Chou Zheng

Location: Zoom Meeting

Meeting Type: Information sharing & Decision-making meeting

Facilitator: Bok Chou Zheng

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| **Agenda Item** | **Presenter** | **Time Allocated** |
| 1. assign team members role | Bok Chou Zheng | 3 min  (6.00pm – 6.03pm) |
| 1. Discuss about the product backlog | Whole team members | 17 min  (6.03pm – 6.20pm) |

**Decisions**

1. We have made decision and separate each team member to the position that have.
2. Next, we will discuss about the product backlog items and its user story.

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| New Action Item | Person In-charge | Due Date |
| 1. Update some new information about product backlog | Bok Chou Zheng | 20/2/2021 |
| 1. Start doing user interface | Whole team | - |

Other Notes & Information

1. Try to find some source code that will help in our system.
2. Designing our user interface to more user friendly.